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7 JUL 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (30 June-6 July 1982)

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Classification Review Division

CRD reviewed a total of 998 CIA documents (27,979 pages) and declassified none. In addition, 73 non-CIA documents (499 pages), three manuscripts (79 pages), three miscellaneous documents (251 pages), and 17,013 OSS cards were also reviewed.

Records Management Division

The Office of Communications and the Office of Logistics have approved the concept of a merger of their registry and records management functions. A representative from RMD has met with the records management officers from the two Offices to discuss the merger. A study is being prepared for completion by mid-August which will detail all functions to be provided by the consolidated registry.

Representatives from RMD visited the Office of Security's Interagency Training Center (ITC) to review a micrographics application and review their audiovisual records. It was learned that ITC was planning to have a contractor convert their extensive collection of videotapes used for training purposes since they are purchasing new video recorders to replace outmoded equipment. RMD was able to advise ITC that the conversion could be handled in-house by the Printing and Photography Division, OL, thus saving contractor costs.

Regulations Control Division

RCD carried out 51 actions on issuances, increasing the Division's workload of regulatory issuances from 130 to 133 active jobs, reflecting the number of newly initiated jobs compared to those published or canceled.

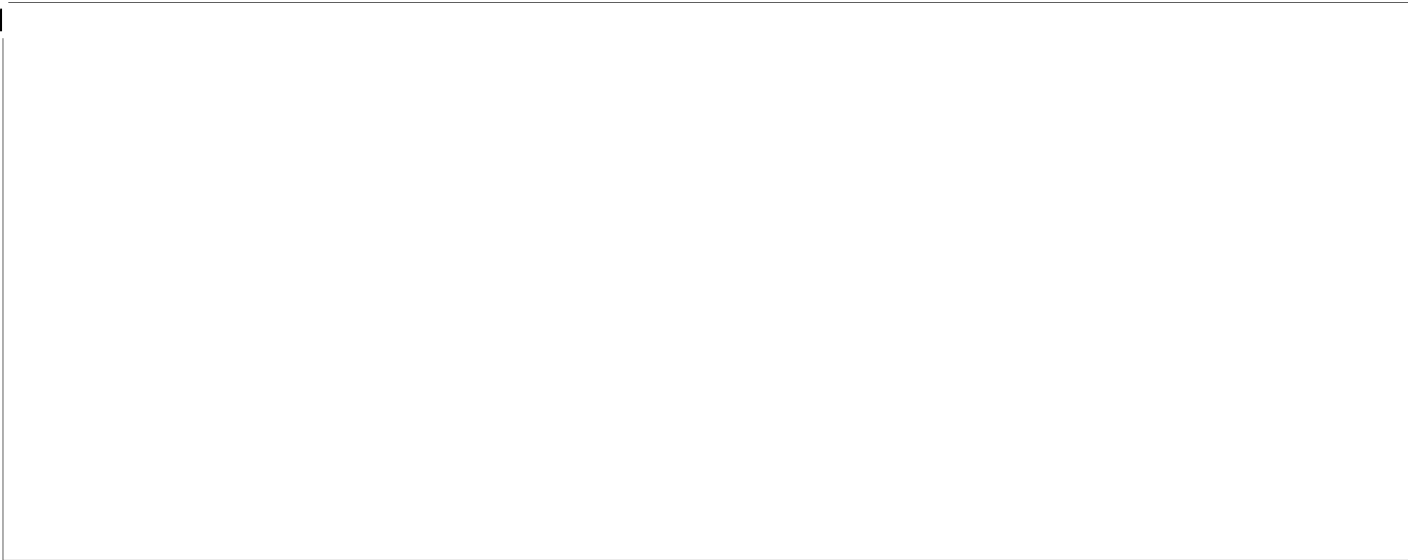
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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

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